

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN07-46

Date: April 2, 2008

Expiration Date: 6/30/09

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FINANCIAL REPORTING FOR MARCH 31, 2008—DUE APRIL 20, 2008

The purpose of this notice is to provide instructions for the financial reporting requirements under the Workforce Investment Act (WIA). Since the reporting deadline (April 20) falls on a weekend, this quarter's reports are due Friday, April 18, 2008.

These instructions will be needed to report financial data from the following funding streams and grant codes (GC). (Note: Not all GCs apply to all three years of appropriation.)

YEARS OF APPROPRIATION (YOA) 2005, 2006, 2007:

- Youth (GC 301, 302)
- Adult (GC 200, 201, 202, 203)
- Dislocated Worker (GC 500, 501, 502, 503)
- Rapid Response 25 Percent (GC 463, 507, 511, 513, 514, 519, 525, 526, 527, 528, 537, 540, 541, 542, 543, 545, 755, 759)
- Veterans Pilot Project 25 Percent (GC 518)
- WIA 15 Percent Statewide Activities (GC 113, 114, 196, 199, 462, 647, 648, 671, 672, 673, 674, 675, 676, 677, 685, 688, 699, 772, 776, 785, 786, 789, 790, 797)
- National Emergency Grants (NEG) (GC 754, 758, 761)
- Special Grants
 - Disability Program Navigator (GC 739)
 - Military Spouse Initiative (GC 760)
 - Wired Initiative (GC 773, 780, 783, 784)
 - Work Incentives Planning and Assistance (WIPA) (GC 757)
- General Fund
 - Rural Simulation Labs (GC 118)
 - Health Care Workers Retraining (GC 094)
 - Parolees with Barriers (GC 097)

EXPENDITURE DATA:

Expenditures for the above funding streams must be reported as cumulative from the beginning of the subgrant to the end of the reporting quarter.

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

For reporting instructions, please refer to the Quarterly and Monthly Financial Reporting Requirements, WIA Directive [WIAD06-4](#).

SUBMISSION OF REPORTS:

Subgrantees **with access** to the Job Training Automation (JTA) system are required to transmit the quarterly financial reports in electronic format (direct transmission). Reports are due no later than close of business on April 20, 2008.

Subgrantees **without access** to the JTA system for reporting purposes must submit signed quarterly financial reports to the address listed below or fax them to **(916) 654-9119** no later than close of business April 20, 2008.

When the reporting deadline falls on a weekend or holiday, the reports are due the last working day prior to the reporting deadline. Note: Since April 20 falls on a weekend, these reports are due April 18, 2008.

CLOSEOUT INFORMATION:

All Local Workforce Investment Areas/Subgrantees with a subgrant agreement, interagency agreement or a GC (line item) that carries a term end date of March 31, 2008, and prior must submit the proper closeout documents within 60 days after the expiration date of the subgrant agreement, interagency agreement or grant code. **A signed hard copy of the closeout reports must be mailed to the address below. Failure to provide the closeout documents in a timely manner may impede future cash requests. Submit your package to the following address:**

Attention: WIA Closeout Desk
Financial Management Unit
Workforce Services Division, MIC 69
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

For closeout instructions, please refer to the WIA Closeout Handbook, WIA Directive [WIAD06-3](#).

FOR ADDITIONAL INFORMATION:

If you have questions on financial data, please contact Carol Keane at (916) 657-3545 or Julie Martin at (916) 653-5294, of the Financial Management Unit. For JTA questions, please contact the Automation Customer Support Unit Help Desk at (916) 653-0202.

/S/ BILL BURKE
Assistant Deputy Director
Workforce Services Branch

/S/ BOB HERMSMEIER
Chief
Workforce Services Division